



National College for  
Teaching & Leadership

# **NCTL process for migration of accreditation**

**September 2013**

## NCTL process for migration of accreditation

In exceptional circumstances, accredited providers may wish to seek the migration of their accreditation to another legal entity. NCTL will consider such requests on a case-by-case basis. In seeking to migrate accreditation providers should take account of the following, contained in the advice document accompanying the Secretary of State's ITT Criteria at [www.education.gov.uk/ITTcriteria](http://www.education.gov.uk/ITTcriteria).

Providers must contact the National College for Teaching & Leadership (NCTL) to seek approval for any proposed significant variations to the governance and/or operational structure of the provider. This includes, for example, the loss or removal of a partner organisation, or a change in the accounting officer. If a provider is in any doubt as to whether they should advise the NCTL of such a variation, they should do. If a provider makes significant changes to its governance and/or operational structures, the NCTL reserves the right to withdraw accreditation, and require the newly configured organisation to seek accreditation as a new provider.

Providers may seek to migrate accreditation where the legal entity wishes to cease holding responsibility and accountability for provision on behalf of the partnership, because, for example, the entity:

- wishes to withdraw from the ITT partnership
- wishes to reduce its level of involvement in the ITT partnership
- has received a less than 'good' school inspection judgement and wishes to refocus on school improvement.

### Step 1

The provider should inform NCTL of its intentions by emailing [ITT.accreditation@education.gsi.gov.uk](mailto:ITT.accreditation@education.gsi.gov.uk).

### Step 2

NCTL will arrange a short meeting to discuss intentions and consider options.

### Step 3

The provider may be required to submit a proposal and transition plan including some or all of the following:

- Name, type and address of the single legal entity<sup>1</sup> proposed to hold accreditation.
- Entity brand (if different from entity name).
- Name and position of the accounting officer (in the case of schools this must be the Head Teacher).
- Proposed management structure, identifying key governance roles and processes.
- Proposed operational structure, identifying all partners and the single legal entity to which the accreditation will migrate.
- Revised partnership agreements.
- Evidence of financial sustainability of the new entity, including its financial position in the past (two years' history) and the predicted financial position going forwards (three years' forecast).
- Details of the programme/s for which the new entity will be responsible.
- Recruitment and selection processes.
- Quality assurance processes.
- Details of accommodation and facilities, particularly where these are changing.
- Details of staffing, particularly where roles, responsibilities and personnel are changing.

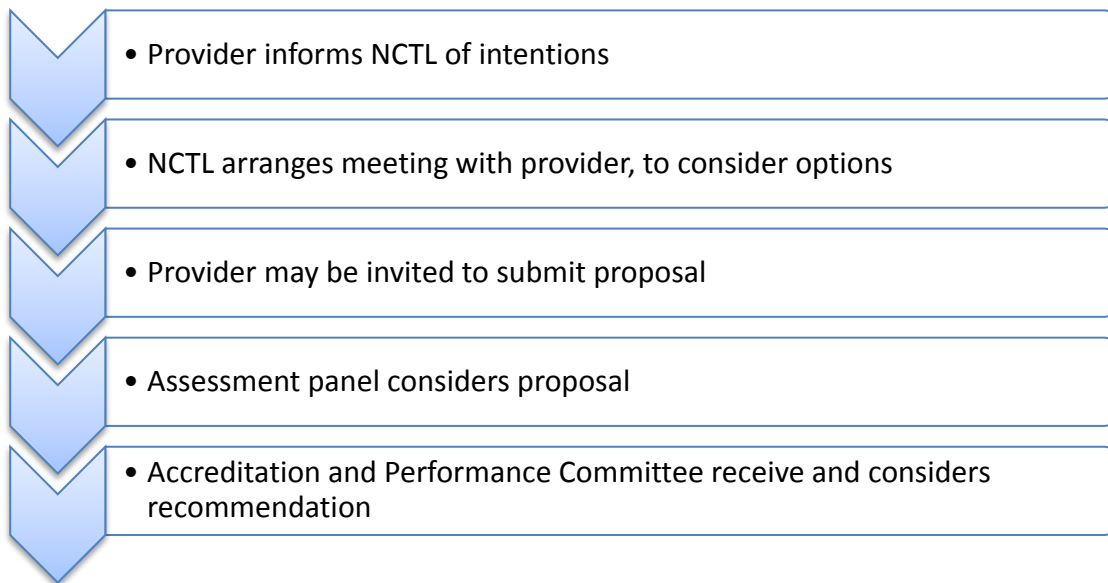
## Step 4

Proposals for the migration of accreditation will be considered by the NCTL's assessment panel, which is able to make recommendations to NCTL's Accreditation and Performance Committee (APC).

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<sup>1</sup> This might be, for example: a single maintained school; a single academy or free school; a local authority; a company; a charity.

## Summary of process





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